

NOTICE OF REQUEST FOR EXEMPTION FROM HRS 103D
COUNTY OF KAUAI

The Director of Finance has received a Request For Exemption from Chapter 103D, HRS, in accordance with Hawaii Administrative Rule 3-120-5. A preliminary review has been conducted and approved for posting of this Notice.

Accordingly, by posting of this Notice in an area accessible to the public, constructive notice is provided to permit interested parties an opportunity to review a copy of the Request For Exemption from Chapter 103D, HRS, attached and posted herewith, and to submit written objections within seven (7) days from the date this Notice was posted. Objections shall be submitted to:

Director of Finance
Division of Purchasing
4444 Rice Street, Room 303
Lihue, Hawaii 96766

Questions may be directed to the Purchasing Division at Phone: (808) 241-4288 or,
Fax: (808) 241-6297


A summary of the Request For Exemption from Chapter 103D, HRS, follows:

Proposed Vendor's Name and Address:

To be determine.

Proposed Procurement Item:

Services for a qualified and experienced Insurance Broker. (See attached).

BY: Ruena Victorino 
Purchasing Division

Date Notice Posted: August 25, 2010

SPACE BELOW IS RESERVED FOR RESPONSE TO REQUESTING AGENCY

TO: Finance Accounting

☐ Exemption # _____ is assigned. This Notice was posted for seven (7) days. No objections were received. Please proceed with (1) processing of a requisition for a purchase order, or (2) contract preparation with the County Attorney's Office.

☐ Objection(s) were received. Please contact the Purchasing Division.

Purchasing Division

Date

REQUEST FOR EXEMPTION FROM CHAPTER 103D, **RECEIVED**
County of Kauai

DATE: July 15, 2010

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TO: Wallace G. Rezentes, Jr., Director of Finance

DIV. OF PURCHASING
DEPT. OF FINANCE
COUNTY OF KAUAI

FROM: Gerald Estenzo, Risk Mgmt. Services Coordinator

RE: REQUEST FOR EXEMPTION FROM CHAPTER 103D-102, HRS
(Exemption Number 6: Insurance Broker Services)

Pursuant to Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

- I. Description of proposed procurement: Invites qualified and experienced insurance broker/agent licensed in the State of Hawai'i to submit Request for Statement of Qualifications (RFQ) to provide professional insurance brokerage services for accessing insurance markets, placing insurance, and to provide consultation, training and various services in direct support of the County's Risk Management Program.
- II. Name/Address of Vendor: To be determined through the Insurance Broker Selection Process.
- III. Estimated Cost: To be determined. (Cost is based on negotiated insurance premiums.)
- IV. Estimated Term of Contract or Delivery Time: From November 1, 2010 for five (5) years. (Insurance policies renew every November 1st.)
- V. Explanation describing how procurement by competitive means is either not practical or not advantageous to the County: Request for Qualification (RFQ) will allow the County the flexibility to select the most experienced and qualified broker/agent licensed in the State of Hawai'i to serve as Broker of Record and Consultant for the County's Insurance and Risk Management Program. Furthermore, due to the volatile market conditions of the insurance industry, the use of RFQ will provide the selected broker the ability to approach the best markets and the opportunity to negotiate on the County's behalf for better choices of coverage and pricing.
- VI. Details of the process or procedures to be followed in determining or developing a list of eligible persons/entities, and in selecting the vendor to ensure maximum fair and open competition: Insurance brokers/agents licensed in the State of Hawai'i are invited to submit statements of qualifications to be the Broker-of-Record and Consultant for the County's Insurance and Risk Management Program. A selection committee shall evaluate each statement of qualification received based on the criteria established by the committee.
- VII. If a recommendation of award is to be made by an evaluation committee, provide information on how the subjects will be solicited and evaluated, and list the names of persons recommended for the evaluation team, and the chairperson: Invitations to submit statement of qualifications will be advertised in the Garden Island, Star Advertiser, and the State Procurement Office website.

Solicitation Procedure and Evaluation Process:

A Selection Committee shall evaluate every statement of qualifications submitted and shall be based on the criteria listed below and may be invited for oral presentation of their qualifications and services:

1. Insurance and Risk Management expertise, access to markets, and insurers (30 points)
2. Philosophy and discussion of the type of services provided (25 points)
3. Qualifications and experience of broker and assigned personnel (25 points)
4. Proposed Cost of Services (20 points)

Total Points: 100

Selection Committee:

1. **Chairperson Name, Title, and Qualifications:**

Gerald Stenzo, Risk Management Services Coordinator, oversees and coordinates the County's Risk Management Program for 13 years.

2. **Member Name, Title, and Qualifications:**

John J. Deane, Deputy County Attorney, is the legal counsel for Workers' Compensation and various other liability claims and various risk management issues.

3. **Member Name, Title, and Qualifications:**

John J. Deane, Deputy County Attorney, is the legal counsel for Workers' Compensation and various other liability claims and various risk management issues. He has been involved in the management of the County's Risk Management Program for 13 years. He has been involved in the management of the County's Risk Management Program for 13 years. He has been involved in the management of the County's Risk Management Program for 13 years.

4. **Member Name, Title, and Qualifications:**

William J. Reames, Jr., Director of Finance, serves as the chief accounting officer and budget officer for the County.

VIII. If contract negotiation is involved, list the name(s) of person(s) recommended for the task, title, and relevant experience or qualifications for the task and on the subject matter being negotiated:

- (1) **Name, Title, and relevant experience or qualifications:**

William J. Reames, Jr., Director of Finance

- (2) **Name, Title, and relevant experience or qualifications:**

John J. Deane, Deputy County Attorney

- (3) **Name, Title, and relevant experience or qualifications:**

Gerald Stenzo, Risk Management Services Coordinator

- IX. A description of the agency's internal controls and approval requirements for the exempted procurement: **The Department of Finance/Risk Management Division will oversee the activities of the selected broker/agent to include, but not limited, to insurance procurement and renewal, liability, workers' compensation, safety and loss control services.**
- X. The names of agency personnel, by position title, who will be involved in the approval process and **administration of the contract**: Direct questions to: **Gerald Estenzo, Ph.(808)241-4208**

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.


Gerald Estenzo, Risk Mgmt. Services Coordinator







7/27/10
Date

SPACE BELOW RESERVED FOR FINANCE DIRECTOR OR DESIGNEE:

DIRECTOR OF FINANCE'S COMMENTS:

APPROVED ☒ DENIED ☐

If approved, the following ☒ conditions apply:

-  ☒ The names of the persons recommended in Sections VII and VIII shall not be disclosed until after award of a contract.
-  ☒ Seven (7) day internet posting by **Purchasing Division** required; ☐ NOT required.
- ☒ Prior CPO approval is required for any contract amendment(s) that would change the scope of work of the original contract. (amendments are also subject to 7 day internet posting by **Purchasing Division**)
-  ☒ A copy of the approved request must accompany any solicitation and contract document submitted to the Purchasing Division for processing.
-  ☐ Final approval of the negotiated contract by the Director of Finance is required.
-  ☒ Tax clearance certificate is required as a pre-requisite to contract and for final payment (HRS 103-53)
-  ☒ The contractor shall be informed of the requirements of **HRS 11-205.5 relating to the prohibition of campaign contributions by State and County Contractors during the term of the contract (Contact State Campaign Spending Commission: 808 586-0285; www.hawaii.gov/campaign).**


DIRECTOR OF FINANCE

7/27/10
DATE